

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

|   |  |                              |  |                             |  |      |  |
|---|--|------------------------------|--|-----------------------------|--|------|--|
| CLASSIFICATION  |  | DWR POSITION NUMBER          |  | SAP POSITION NUMBER         |  | MCR  |  |
| APPOINTEE   |  | SAP PERSONNEL NO.            |  | DIVISION/SECTION            |  |      |  |
| COLLECTIVE BARGAINING IDENTIFIER<br>Management Related BU: _____ Supervisory Related BU: _____ Confidential Related BU: _____ Rank and File BU: _____ |  |                              |  |                             |  |      |  |
| RESPONSIBILITIES EXERCISED  |  | IMMEDIATE SUPERVISOR (Print) |  | SUPERVISOR'S CLASSIFICATION |  |      |  |
| Supervisory      Lead Person  |  |                              |  |                             |  |      |  |
| APPROVED BY (Personnel Analyst's Name)  |  |                              |  |                             |  | DATE |  |
| <i>Percent of Time</i>  |  | <i>Activity</i>              |  |                             |  |      |  |
|   |  |                              |  |                             |  |      |  |
| SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>   |  |                              |  |                             |  |      |  |
| SUPERVISOR'S NAME (Print)   |  | SUPERVISOR'S SIGNATURE       |  |                             |  | DATE |  |
|   |  | ➤                            |  |                             |  |      |  |
| EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>           |  |                              |  |                             |  |      |  |
| EMPLOYEE'S NAME (Print)   |  | EMPLOYEE'S SIGNATURE         |  |                             |  | DATE |  |
|   |  | ➤                            |  |                             |  |      |  |